


Metro Authority Data Base

Instructions for Telecom Providers

Logging in

- Enter user name and password at sign in screen



- o If you do not have a user name and password, please contact the Metro Authority at 517/241-3064, or e-mail at metroinfo@michigan.gov.
- o In order to be a valid user, your name must appear as a contact for true ups or invoicing.
- o Individuals who are contacts for more than one telecom company that are the same type (ie, all ILECs, or all CLECs) can be granted use of the Metro Authority Database system.
- o Individuals who are contacts for more than one telecom company that are different types (ie, ILEC and CLEC, or ILEC and cable company) cannot be granted use of the Metro Authority Database system.
- The main screen will appear with the current and historical information on your company, which includes:
 - o The Provider – the official name and type of provider
 - o Provider Contacts – name, phone, fax, e-mail and postal addresses for individuals responsible for filing true ups and for payment of invoices (edit and export capabilities)
 - o Provider History – annual information on total linear feet, total access lines, invoices and payments (add new, edit, and export capabilities)
 - o Provider Footages – current information on footages by municipality (add new, edit, and export capabilities)
- If you are contact for more than one telecom company that are the same type, the first company information screen will appear. To locate another telecom company, scroll down to the bottom of the page and click on  button. A drop down box will appear. Select the company desired.

E-Filing Your True Ups

All telecom providers are required to annually true up their linear footages, access lines (ILECs only), and aggregate investments (cable providers only). This information is required by March 15 of each year. It is advisable to update your contact information at the same time, so that questions and/or mailings are directed to the proper individual(s).

Whenever you update your information, the data base system generates an e-mail to the METRO Authority, alerting us that a change has been made.

To *e-file your true up and/or revise your contact information*, please follow the steps listed below.

Instructions for ILECs **Instructions for CLECs & Broadband Providers** **Instructions for Cable Companies**

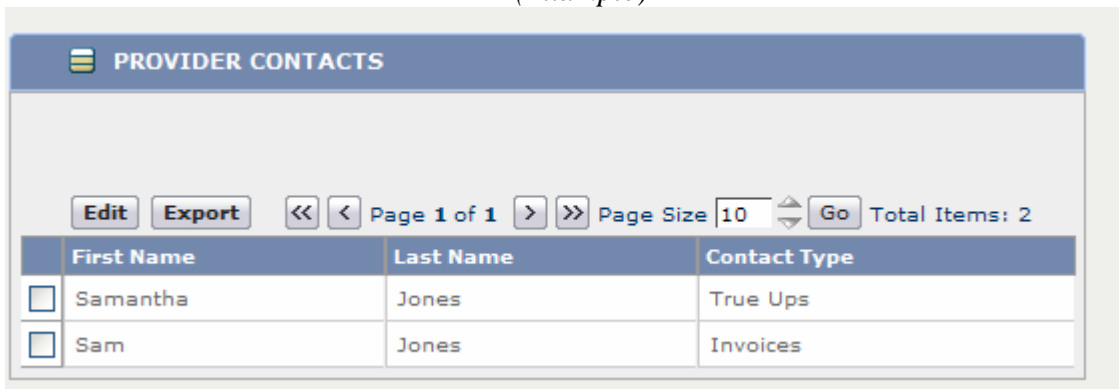
Step 1 – Update Provider Contact

Provider contact information provides the METRO Authority with the necessary information to contact 1) the individual at your company who is responsible for providing true up information and 2) the individual at your company who should receive your maintenance invoices; and is responsible for payment. Information needs to be completed for both, even if it is the same individual. Contact information includes name, title*, division*, mailing address, phone number, fax number, and e-mail (*optional).

To Edit Provider Contacts

- From the main screen, under “Provider Contacts” section, select contact type to view and/or edit (click on box to left of desired row).
- Click on edit button

(Example)



The screenshot shows a web interface titled "PROVIDER CONTACTS". Below the title bar, there are buttons for "Edit" and "Export", and pagination controls showing "Page 1 of 1" and "Page Size 10". A table with three columns: "First Name", "Last Name", and "Contact Type" is displayed. The table contains two rows of data. The first row has "Samantha" as the first name, "Jones" as the last name, and "True Ups" as the contact type. The second row has "Sam" as the first name, "Jones" as the last name, and "Invoices" as the contact type. Each row has a small square checkbox to its left.

	First Name	Last Name	Contact Type
<input type="checkbox"/>	Samantha	Jones	True Ups
<input type="checkbox"/>	Sam	Jones	Invoices

- Make necessary changes and save

Step 2 – Update Provider History Information for Current Year

Complete this step regardless of whether your footages and/or access lines have changed from the previous year.

- From the main screen, under “Provider History”, click on “New”

(Example)

PROVIDER HISTORY						
<div><input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Export"/> << < Page 1 of 1 > >> Page Size 10 <input type="button" value="Go"/> Total Items: 6</div>						
	Year	Linear Feet	Access Lines	Invoice #	Date Paid	Payment
<input type="checkbox"/>	2003	722,641	7,789	1002	4/29/2003	\$5,783.00
<input type="checkbox"/>	2004	726,741	6,839	3002	4/27/2004	\$30,300.00
<input type="checkbox"/>	2005	726,741	6,530	5002	6/14/2005	\$31,457.00
<input type="checkbox"/>	2006	726,741	6,212	7002	4/25/2006	\$27,762.05
<input type="checkbox"/>	2007	726,741	5,876	9002	4/24/2007	\$28,010.00
<input type="checkbox"/>	2008	726,741	5,685	8104	4/28/2008	\$29,446.59

- In the “History Year” box, type in the current year
- Complete information for your current total number of linear footages
- Complete information for your current total number of access lines
- Click on “Save”

ADD PROVIDER TRUE UP

History Year

Linear Feet

Access Lines

Step 3 – Update Provider Footages

If your linear footages have changed from the prior year, this step ***must*** be completed. If there are no changes to your linear footage from the prior year, this step may be skipped.

To add or subtract footages to municipalities with existing footages

- From the main screen, under Provider Footages, select municipality (click on box to left of the desired row)
- Click on edit button

(Example)

PROVIDER FOOTAGES		
<div>New Edit Export << < Page 1 of 1 > >> Page Size 10 Go Total Items: 7</div>		
Municipality	Footages	
<input checked="" type="checkbox"/> City of Coopersville	86,500	
<input type="checkbox"/> Charter Township of Allendale	363,302	
<input type="checkbox"/> Township of Blendon	120,203	
<input type="checkbox"/> Charter Township of Georgetown	19,900	
<input type="checkbox"/> Township of Olive	23,485	
<input type="checkbox"/> Charter Township of Polkton	53,469	
<input type="checkbox"/> Township of Robinson	59,882	
	Page Total:	726,741
	Provider Total:	726,741

- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).
- Save changes

(Example)

Sign In Sign Out

EDIT FOOTAGES

Municipality City of Coopersville

Above Ground

Under Ground

Linear Feet 86,500

Save Cancel

To add footages for a municipality that previously did not have footages

- From the main screen, under Provider Footages, click on “New” button

Sign In Sign Out

ADD FOOTAGES

Municipality [Municipality Lookup](#)

Above Ground

Under Ground

Linear Feet

Save Cancel

- Click on “Municipality Lookup”
- To narrow selection
 - o Select “type” (city, township or village)
 - o Select county from drop down box
- Click on “Select” link left of desired municipality
- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).
- Save changes

Step 4 –Balance Totals

The Linear Feet figure entered under Provider History ***must*** equal the Provider Total figure under Provider Footages.

In the example above, the provider has reported 726,741 linear feet under Provider History and the Provider Total figure under Provider Footages is 726,741.

Step 5 – Reporting for Multiple ILECs

If you are reporting for more than one ILEC, a button -  - will appear at the bottom of the main screen. Click on this button.

Select the next company from the drop down box. Complete steps 1 through 4 for each company that appears in the drop down box.

Instructions for CLECs & Broadband Providers

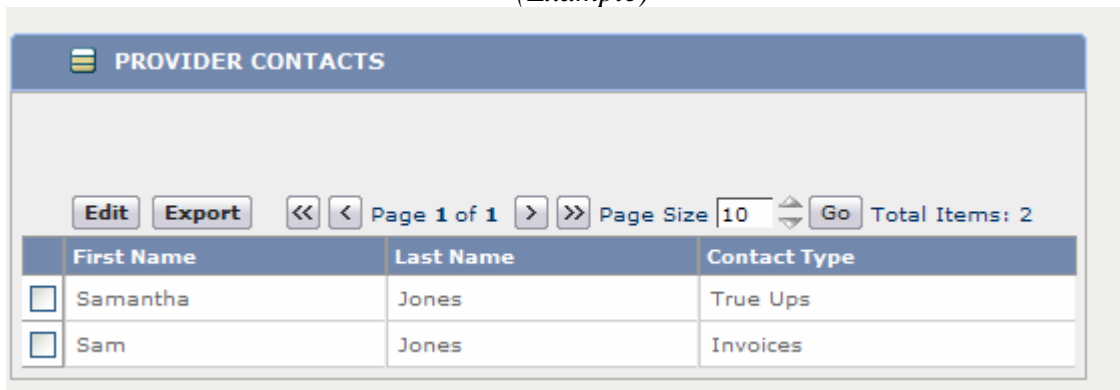
Step 1 – Update Provider Contact

Provider contact information provides the METRO Authority with the necessary information to contact 1) the individual at your company who is responsible for providing true up information and 2) the individual at your company who should receive your maintenance invoices; and is responsible for payment. Information needs to be completed for both, even if it is the same individual. Contact information includes name, title*, division*, mailing address, phone number, fax number, and e-mail (*optional).

To Edit Provider Contacts

- From the main screen, under “Provider Contacts” section, select contact type to view and/or edit (click on box to left of desired row).
- Click on edit button

(Example)



PROVIDER CONTACTS		
First Name	Last Name	Contact Type
<input type="checkbox"/> Samantha	Jones	True Ups
<input type="checkbox"/> Sam	Jones	Invoices

- Make necessary changes and save

Step 2 – Update Provider History Information for Current Year

Complete this step regardless of whether your footages have changed from the previous year.

- From the main screen, under “Provider History”, click on “New”

(Example)

PROVIDER HISTORY						
<div><input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Export"/> << < Page 1 of 1 > >> Page Size 10 <input type="button" value="Go"/> Total Items: 7</div>						
<input type="checkbox"/>	Year	Linear Feet	ILEC Territory	Invoice #	Date Paid	Amount Paid
<input type="checkbox"/>	2003	18,482	AT&T Michigan	2015	4/21/2003	\$153.00
<input type="checkbox"/>	2004	18,482	AT&T Michigan	4015	5/17/2004	\$924.00
<input type="checkbox"/>	2005	81,942	AT&T Michigan	6015	6/17/2005	\$4,097.00
<input type="checkbox"/>	2006	108,071	AT&T Michigan	8015	4/14/2006	\$5,403.55
<input type="checkbox"/>	2007	449,055	AT&T Michigan	9109	4/13/2007	\$22,453.00
<input type="checkbox"/>	2008	499,626	AT&T Michigan	8211	4/21/2008	\$24,981.30
<input type="checkbox"/>	2008	10,450	Verizon North Incorporation	8211	4/21/2008	\$325.00

- In the “History Year” box, type in the current year
- Select the ILEC territory from the drop down box
- Complete information for your current total number of linear footages in the ILEC territory selected above
- Click on “Save”
- Repeat this step for each ILEC territory in which you have footages

Sign In Sign Out

ADD PROVIDER TRUE UP

History Year

ILEC Territory **** Please Select ****

Linear Feet

Save Cancel

Step 3 – Update Provider Footages

If your linear footages have changed from the prior year, this step **must** be completed. If there are no changes to your linear footage from the prior year, this step may be skipped.

To add or subtract footages to municipalities with existing footages

- From the main screen, under Provider Footages, select municipality (click on box to left of the desired row)
- Click on edit button

(Example)

PROVIDER FOOTAGES		
<div>New Edit Export << < Page 1 of 2 > >> Page Size 10 Go Total Items: 15</div>		
	Municipality	Footages
<input checked="" type="checkbox"/>	Charter Township of Emmett	28,900
<input type="checkbox"/>	Township of Leroy	20,971
<input type="checkbox"/>	City of Battle Creek	82,522
<input type="checkbox"/>	City of Springfield	19,500
<input type="checkbox"/>	City of Portage	126,044
<input type="checkbox"/>	Township of Charleston	5,400
<input type="checkbox"/>	Township of Climax	900
<input type="checkbox"/>	Charter Township of Comstock	24,499
<input type="checkbox"/>	Charter Township of Kalamazoo	17,778
<input type="checkbox"/>	Charter Township of Oshtemo	33,770
	Page Total:	360,284
	Provider Total:	510,076

- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).
- Select ILEC territory from drop down box
- Save changes

(Example)

Sign In Sign Out

EDIT FOOTAGES

Municipality Charter Township of Emmett

Above Ground

Under Ground

Footages

ILEC Territory

** Please Select **

Save Cancel

To add footages for a municipality that previously did not have footages

- From the main screen, under Provider History, click on “New” button

Sign In Sign Out

ADD FOOTAGES

Municipality [Municipality Lookup](#)

Above Ground

Under Ground

Linear Feet

ILEC Territory **** Please Select **** ▼

Save Cancel

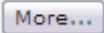
- Click on “Municipality Lookup”
- To narrow selection
 - o Select “type” (city, township or village)
 - o Select county from drop down box
- Click on “Select” link left of desired municipality
- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).
- Select ILEC territory from drop down box
- Save changes

Step 4 –Balance Totals

The sum of all Linear Feet entered under Provider History for the current year **must** equal the Provider Total figure under Provider Footages.

In the example above, the provider has reported 2008 figures of 499,626 linear feet in AT&T territory and 10,450 linear feet in Verizon North territory for a total linear footage of 510,076. This balances to the Provider Total figure of 510,076 under Provider Footages.

Step 5 – Reporting for Multiple CLECs or Multiple Broadband Providers

If you are reporting for more than one CLEC or for more than one broadband provider, a button -  - will appear at the bottom of the main screen. Click on this button.

Select the next company from the drop down box. Complete steps 1 through 4 for each company that appears in the drop down box.

Instructions for Cable Companies

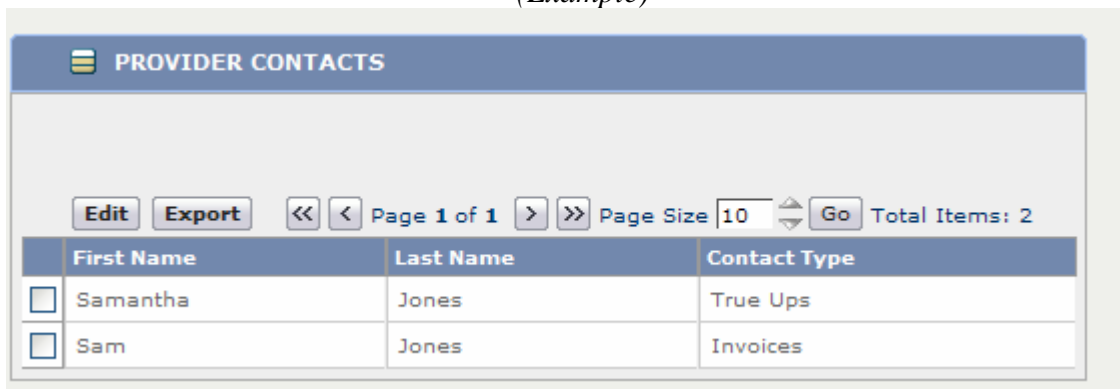
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Provider contact information provides the METRO Authority with the necessary information to contact 1) the individual at your company who is responsible for providing true up information and 2) the individual at your company who should receive your maintenance invoices; and is responsible for payment. Information needs to be completed for both, even if it is the same individual. Contact information includes name, title*, division*, mailing address, phone number, fax number, and e-mail (*optional).

To Edit Provider Contacts

- From the main screen, under “Provider Contacts” section, select contact type to view and/or edit (click on box to left of desired row).
- Click on edit button

(Example)



The screenshot shows a web application titled "PROVIDER CONTACTS". Below the title bar, there are buttons for "Edit" and "Export", followed by pagination controls showing "Page 1 of 1" and "Page Size 10". A table with three columns: "First Name", "Last Name", and "Contact Type" is displayed. The table contains two rows of data.

	First Name	Last Name	Contact Type
<input type="checkbox"/>	Samantha	Jones	True Ups
<input type="checkbox"/>	Sam	Jones	Invoices

- Make necessary changes and save

Step 2 – Update Provider History Information for Current Year

Complete this step regardless of whether your footages or aggregate investments have changed from the previous year.

- From the main screen, under “Provider History”, click on “New”

(Example)

PROVIDER HISTORY						
<div>New Edit Export << < Page 1 of 1 > >> Page Size 10 Go Total Items: 6</div>						
	Year	Linear Feet	Aggregate Investment	Invoice #	Date Paid	Payment
<input type="checkbox"/>	2003	74,139,746	\$352,964,271.88			\$0.00
<input type="checkbox"/>	2004	74,139,746	\$352,964,271.88			\$0.00
<input type="checkbox"/>	2005	74,139,746	\$352,964,271.88			\$0.00
<input type="checkbox"/>	2006	76,982,757	\$366,499,212.88			\$0.00
<input type="checkbox"/>	2007	79,321,904	\$358,056,694.00			\$0.00
<input type="checkbox"/>	2008	79,321,904	\$358,056,694.00			\$0.00

- In the “History Year” box, type in the current year
- Complete information for your current total number of linear footages
- Complete information for your current aggregate investments
- Click on “Save”

Sign In Sign Out

ADD PROVIDER TRUE UP

History Year

Linear Feet

Aggregate Investment

Save

Cancel

Step 3 – Update Provider Footages

If your linear footages have changed from the prior year, this step **must** be completed. If there are no changes to your linear footage from the prior year, this step may be skipped.

To add or subtract footages to municipalities with existing footages

- From the main screen, under Provider Footages, select municipality (click on box to left of the desired row)
- Click on edit button

(Example)

PROVIDER FOOTAGES		
<div>New Edit Export << < Page 1 of 67 > >> Page Size 10 Go Total Items: 669</div>		
	Municipality	Footages
<input checked="" type="checkbox"/>	Township of Charlevoix	44,899
<input type="checkbox"/>	Township of Hayes	146,897
<input type="checkbox"/>	Township of Marion	76,124
<input type="checkbox"/>	Township of Melrose	124,119
<input type="checkbox"/>	Township of Norwood	3,240
<input type="checkbox"/>	City of Harrisville	42,550
<input type="checkbox"/>	Village of Lincoln	26,400
<input type="checkbox"/>	Township of Alcona	103,055
<input type="checkbox"/>	Township of Caledonia	125,346
<input type="checkbox"/>	Township of Standish	55,862
	Page Total:	748,492
	Provider Total:	79,214,594

- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).
- Save changes

(Example)

Sign In Sign Out

EDIT FOOTAGES

Municipality Township of Charlevoix

Above Ground

Under Ground

Linear Feet 44,899

Save Cancel

To add footages for a municipality that previously did not have footages

- From the main screen, under Provider History, click on “New” button

Sign In Sign Out

ADD FOOTAGES

Municipality [Municipality Lookup](#)

Above Ground

Under Ground

Linear Feet

Save Cancel

- Click on “Municipality Lookup”
- To narrow selection
 - o Select “type” (city, township or village)
 - o Select county from drop down box
- Click on “Select” link left of desired municipality
- Type in total footages for above ground, under ground and the total linear feet (includes above and under ground footages).

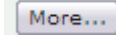
- Save changes

Step 4 –Balance Totals

The Linear Feet figure entered under Provider History **must** equal the Provider Total figure under Provider Footages.

In the example above, the provider has reported 79,321,904 linear feet under Provider History and the Provider Total figure under Provider Footages is 79,321,904.

Step 5 – Reporting for Multiple Cable Companies

If you are reporting for more than one cable company, a button -  - will appear at the bottom of the main screen. Click on this button.

Select the next company from the drop down box. Complete steps 1 through 4 for each company that appears in the drop down box.